Reg. 3577

FILED
JAN 14 1948
PLEASE RETURN TO
SECRETARY'S RECORDS

DEPARTMENT OF AGRICULTURE
WASHINGTON

January 13, 1948. D. A. 1

SECRETARY'S MEMORANDUM NO. 1203

Commission on the Organization of the Executive Branch

At the request of the Chairman of the Commission on the Organization of the Executive Branch, I have designated Mr. W. A. Minor, Assistant to the Secretary, to represent the Department in day-to-day contacts with the Commission.

As task forces begin their work, we will likely be called upon by their representatives for necessary information. Much of this will likely be obtained by direct contact with persons in the Department having the desired data. In order that we may cooperate fully and that our cooperation may be orderly and avoid duplication of effort, please keep Mr. Minor advised by memoranda or otherwise of any requests received or data furnished. He will also be available for discussion of any questions which may arise in this connection.

Mr. Hoover has also asked that we bring to his attention any suggestions we may have as to fields which should be studied.

Clinton P. Anderson
Secretary

PERSONNEL 18

Reg. 35-83

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

January 27, 1948

FILED
JAN 29 1948
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U. S. D. A.

SECRETARY'S MEMORANDUM NO. 1204

ESTABLISHMENT OF OFFICE FOR FOOD AND FEED CONSERVATION

1. Pursuant to the powers vested in the Secretary of Agriculture by the provisions of Section 6 of Executive Order 9919, issued January 3, 1948, which authorized the Secretary of Agriculture to exercise authority granted to the President by Section 8 of the Joint Resolution approved December 30, 1947 (Public Law 395-80th Congress) there is hereby established within the Department of Agriculture an agency to be known as the Office for Food and Feed Conservation, which shall be under the supervision and direction of a Director.

2. The Office for Food and Feed Conservation will formulate and carry out a program of disseminating information as to ways and means that consumers, farmers, industrial users and other handlers of food and feed may help in alleviating shortages, and to assist in stabilizing prices. This program will be carried out through the dissemination of information, educational and other campaigns, furnishing of assistance, and such other voluntary and cooperative measures as are deemed necessary or appropriate, to encourage and promote the efficient utilization, care and preservation of food and feed, the elimination of practices which waste food and feed, the control and eradication of insects and rodents, the consumption of less of those foods and feeds which are in short supply, and more of those foods and feeds which are in abundant supply, and other conservation practices.

3. Until such time as a Director is appointed for the Office for Food and Feed Conservation, Charles F. Brannan will act in the capacity of Director, in addition to his regular duties as Assistant Secretary of this Department.

Clinton P. Anderson

Secretary

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

ORGANIZATION 1

Reg. 3586

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

February 3, 1948.

MEMORANDUM NO. 1205

FILED
FEB 5 1948
RETURN TO SECRETARY'S RECORDS U.S.D.A.

Iron and Steel Scrap for Maximum Steel Production

The Department has received the following letter from the Honorable John R. Steelman, the Assistant to the President:

"The current shortage of iron and steel scrap and the outlook for this winter seriously threaten the maintenance of maximum steel production. Such maximum production is essential to curb inflation and to support our foreign aid program as well as the domestic economy.

"Agencies of the Federal Government have already made substantial amounts of scrap available through prompt disposal of surplus plants, equipment, materials, and ships. However, every ton of additional scrap counts in the present situation.

"The President has therefore asked me to discuss with you further contributions which your agency might make, and to request that you review your program concerning standby facilities, maintenance of resources and stocks of materials and equipment with a view to making more scrap available now. Scrap generated from normal operations should also be moved promptly to market.

"I would appreciate your personal effort to attempt to make maximum amounts of scrap available now and during the next few months."

Through the cooperation of all agencies in the continuing policy of disposing of equipment and materials not needed for use in the work of the Department, undoubtedly much scrap has been placed in channels where it has aided or will aid in the production of steel. However, if we are to make the maximum contribution to this current drive, it will be necessary to carry out an even more determined and thorough search of shops, offices, and other locations for undiscovered scrap, obsolete equipment or materials, and any other items that may yield iron or steel scrap. Such scrap should then be placed in line for immediate disposal under existing rules for disposition of such property.

Even though the amount of scrap at any one location might seem small in itself, the total of such small lots from all the many offices of the Department should make a worthwhile contribution.

In this connection, whenever an opportunity arises, farmers should be encouraged to collect and sell scrap iron and steel.

The full cooperation of all agencies in this matter is requested.

Secretary

MINERALS

Reg. 3609

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

FILED
MAR 10 1948
PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A.

March 8, 1948.

MEMORANDUM NO. 1206

Transfer of Regulations

1. As a result of the codification of the Administrative Regulations, U. S. Department of Agriculture, effective March 8, 1948, a number of sources were declared obsolete. (See Amendment No. 1 of the Administrative Regulations for a list of these sources.) The "USDA Regulations" was one of the sources declared obsolete in entirety. However, 9 paragraphs of the USDA Regulations are not obsolete and have not as yet been codified.

2. This Memorandum serves to transfer the following regulations to the Secretary's Memorandum Series and to continue them in effect until they are incorporated in the Administrative Regulations in the near future:

1421. Uniform Project System. To promote the effective coordination of the activities of the Department, to aid in precluding unnecessary duplication, and in order that the Secretary may be kept fully informed at all times regarding the work being carried on, each bureau and office of the Department shall file with the Office of the Secretary uniform project statements covering in detail the work under its jurisdiction. These statements will be prepared in accordance with the manual of instructions, as issued by the Department and as supplemented from time to time. They shall be kept current and shall be supplemented by annual and other reports as specified in the manual of instructions. The permanent record file of the project statements of all bureaus and offices shall be kept in the office of budget and finance. Each bureau also shall maintain at least one complete and current file of its uniform projects. Bureau chiefs are required to see that there are filed in some readily accessible place sufficient data regarding each project under their supervision to enable them to furnish, whenever called upon, adequate information regarding its status and progress. The uniform project system will form the basis of the Department's program of work, and the annual budget estimates of the Department will be prepared on the basis of these projects. The file of projects of all bureaus and offices maintained in the Office of Budget and Finance will be freely available for general reference. In furtherance of the policy of coordination, the Department encourages the use of the Project System,

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

REGULATIONS

for reference purposes, by administrative officers and research workers of the various bureaus so that they may be familiar at all times with the work of the entire Department, especially of bureaus and offices working in the same or closely related fields.

1422. New Work. A bureau or office contemplating any new work not adequately described in a previously approved current uniform project shall submit a new or an amended project covering such work, through the Office of Budget and Finance, for advance approval of the Secretary and for submission, when necessary, of a report to the Bureau of the Budget pursuant to Budget Circulars No. 77 and No. 337. The proposed new work shall be submitted in writing either as (1) a new financial project; (2) a new work project; or (3) as additional work proposed under an existing financial or work project. New financial and work projects shall be submitted on the appropriate project forms. The information on new work submitted under any of the three above-mentioned categories should state (a) the perspective, object, and plan of the work; (b) an estimate of the cost thereof for the fiscal year in which the work is begun and of the probable total cost; (c) the probable number of persons to be employed thereupon during the fiscal year in which the work is begun and an estimate of their salaries; (d) whether the project will require an additional allotment of funds to carry on the proposed new work, and if so, the source of the funds; and (e) whether or not the work is required by law, and if so, the specific law or laws involved. These data will be reviewed to determine the desirability of the undertaking proposed, its possible relation to the work of any other bureau or department, and the propriety of its being conducted as an activity of the Department of Agriculture.

1431. Budget Estimates. Estimates of appropriations required for the work of each bureau shall be submitted by the chiefs thereof for consideration and action by the Secretary as prescribed by law and by the requirements of the Department, the Bureau of the Budget and the Congress.

Special instructions will be issued by the Bureau of the Budget and by the Department's budget officer indicating the form and detail in which the estimates shall be prepared.

In preparing such estimates the chief of each bureau should have in mind at all times the need for economy in Government expenditures. Each project should be carefully considered to determine whether further expenditures are justified, whether the project might not be discontinued and the appropriation decreased without detriment to the public interest, or whether the funds might not be transferred to more promising or more urgently needed lines of work.

New proposals and increases should be explained in clear and concise statements prepared in such manner as readily to permit their individual consideration and approval or disapproval. These explanatory notes should

for reference purposes, by administrative officers and research workers of the various bureaus so that they may be familiar at all times with the work of the entire Department, especially of bureaus and offices working in the same or closely related fields.

1122. New Work. A bureau or office contemplating any new work not adequately described in a previously approved current uniform project shall submit a new or an amended project covering such work, through the Office of Budget and Finance, for advance approval of the Secretary and for submission, when necessary, of a report to the Bureau of the Budget pursuant to Budget Circulars No. 77 and No. 237. The proposed new work shall be submitted in writing either as (1) a new financial project; (2) a new work project; or (3) as additional work proposed under an existing financial or work project. New financial and work projects shall be submitted on the appropriate project forms. The information on new work submitted under any of the three above-mentioned categories should state (a) the perspective, object, and plan of the work; (b) an estimate of the cost thereof for the fiscal year in which the work is begun and of the probable total cost; (c) the probable number of persons to be employed thereupon during the fiscal year in which the work is begun and an estimate of their salaries; (d) whether the project will require an additional allotment of funds to carry on the proposed new work, and if so, the source of the funds; and (e) whether or not the work is required by law, and if so, the specific law or laws involved. These data will be reviewed to determine the desirability of the undertaking proposed, its possible relation to the work of any other bureau or department, and the propriety of its being conducted as an activity of the Department of Agriculture.

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indicate clearly and specifically the need for the increase and exactly how it is proposed to use the additional funds requested; in other words, show the basis for the recommendation, including detail as to increased personnel, travel, equipment, or other objects of expenditure.

Items covering work in fields in which other bureaus of this Department or of other departments also are working or should be working or for which they may also be seeking funds should be coordinated with the estimates of such other agencies prior to their submission to the Secretary.

It is important that proposed new items of appropriation or changes in existing items be so phrased as to express in unequivocal terms what the Department plans to do. Chiefs of bureaus should avail themselves of the services of the solicitor to determine whether the estimates, if adopted by Congress and enacted into law, are legally sufficient to accomplish the intended purposes. (1630, 1636, 1637, 1713, 1714, 1715, 1716, 1717, 1724)

1432. Financial Statements for Congress. All financial statements called for from time to time by Congress or any committee or member thereof will be handled through the director of finance. (102, 1635)

1433. Annual Reports of Agricultural Experiment Stations and Cooperative Agricultural Extension Work. There shall be submitted to the office of the Secretary annually, as soon after November 1 as possible, the following reports prepared in triplicate:

(a) By the chief of the Office of Experiment Stations, a report of the work and expenditures of the agricultural experiment stations in the several States and Territories, whether the appropriation of any State or Territory has been withheld and, if so, the reasons therefor.

(b) By the director of extension work, a report of the receipts, expenditures, and results of the cooperative agricultural extension work of the Department and of agricultural colleges in the several States and Territories receiving the benefits of the funds provided under the Smith-Lever Act; whether the appropriation of any State or Territory has been withheld and, if so, the reasons therefor. (481, 498, 533)

2112. Appointment of Employees Paid from Emergency Funds. All appointments and reappointments made by the several executive departments, independent establishments, and emergency agencies, the salaries in connection with which are paid from emergency funds as distinguished from the appropriations for the regular activities of the Government, shall be made and specifically designated as either temporary or emergency appointments and in the case of emergency appointments shall be expressly limited as to the duration thereof to a period not extending beyond the expiration of the emergency appropriation from which such salaries are paid.

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2114. Acceptance of Voluntary Service Prohibited. The acceptance of voluntary service for the Government or the employment of personal service in excess of that authorized by law, except in cases of sudden emergency, involving the loss of human life or the destruction of property, is prohibited.

The words "voluntary service," as employed in this connection, are not intended to cover services rendered in an official capacity under regular appointment to an office otherwise permitted by law to be nonsalaried.

Appointments of collaborators for services recognized and agreed to as gratuitous will be without compensation. Where an appointee is to perform a specific service, a definite remuneration will be indicated in the appointment paper and a title employed which shall properly describe the character of the contemplated service.

No person will be appointed a collaborator without compensation in the Department of Agriculture if that person is already under appointment in this Department, either as a collaborator or in some other capacity, since one appointment in a bureau or office of this Department is sufficient for the person to operate or function as a collaborator for any other bureau or office of the Department.

In general, individuals engaged in commercial enterprises will not be considered for appointment as collaborators. (1732)

2115. Employment of Publicity Experts Prohibited. The Department is prohibited by law from paying the compensation of publicity experts from any of its appropriations, and chiefs of bureaus will see that no publicity expert is employed. (57)

2157. Oath of Office.

1. Except as provided in paragraph 5, an oath of office must be executed, in all cases of original appointment, before any payment of salary can be made. The oath of office should in no case be executed before the appointment is authorized by the Department. (11)

2. Oaths of office must be taken without expense to the United States. The oath of office may be taken before any officer who is authorized, either by the laws of the United States or by the local municipal law, to administer oaths in the State, Territory, or district where such oath may be administered. If there is no provision for authentication under seal by the executing officer, the qualifications of such officer shall be shown by a certificate of the clerk of court or other officer in charge of the record of his appointment or election. (12, 14)

3. When an oath of office is administered by a justice of the peace, his official capacity should be certified to by a clerk of a court of record of the county in which the justice of the peace resides.

4. A postmaster, who is not also a notary public, is not authorized to administer oaths of office to employees of the Department.

5. An employee who, upon original appointment, has subscribed to the oath of office is not required to renew the oath because of change in status so long as his services are continuous, unless the Director of Personnel, at the direction of the Secretary, requires such renewal. Forest guards and other field employees engaged for temporary or occasional service are not required to take an oath of office. (13)

6. Waiver or modification of the oath of office may be made by the Director of Personnel in any case where such oath is not required by law.

2711. Authorization for Transfers. Transfers involving a change in civil service status can be made only upon authority of the Civil Service Commission. Transfers of employees from the nonapportioned to the apportioned service require the prior approval of the Civil Service Commission even if there is no change in civil service status. A transfer from one bureau to another bureau within the Department requires the concurrence of the chief of the bureau from which transfer is being made.

M. L. Wilson
Acting Secretary

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Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

March 11, 1948

MEMORANDUM No. 1207

Pan American Day

Many of this Department's activities translate into practical realities the spirit of Pan American Day, which on April 14 will celebrate the founding in 1890 of the Pan American Union to serve the cause of mutual understanding and cooperation among the nations of the Western Hemisphere. The theme this year is "The Americas Must Serve Mankind".

It is appropriate, therefore, that members of this Department's staff again should join in observance of Pan American Day, and should assist farm people with whom they work in carrying out observances stressing the agricultural aspects of Inter-American cooperation.

In view of the fact that more than half of the Western Hemisphere's people are engaged in agriculture, it is not strange that inter-American cooperation in agriculture is an important part of the Good Neighbor policy. Agriculture provides much of the subject matter for the study of scientists throughout the Western Hemisphere. It has motivated the development of many important public institutions and services in all of the Americas. In the other American Republics, as in the United States, national leaders and patriots have sprung from rural backgrounds, and rural life is woven through the literature, the art, and the folkways of all American peoples.

A brief fact sheet is enclosed on the agricultural aspects of inter-American cooperation and of Pan American Day. The fact sheet suggests observances which have proved interesting and appropriate for agricultural groups. I hope that USDA clubs and other Departmental units, as well as groups of farm people associated with workers of this Department, again will take occasion to observe Pan American Day on April 14.

Clinton P. Anderson

Secretary

Miss Baker
Stat. & Mail. Research

UNITED STATES DEPARTMENT OF AGRICULTURE
March 1948

AGRICULTURE IN THE AMERICAS

A Fact Sheet on Pan American Day

Of the 21 American Republics which constitute the Pan American Union five are wholly or mainly in temperate zones; the other 16 are largely tropical or semi-tropical.

Thus, while producing some of the same farm products for sale in world markets as the United States, the Latin American countries also produce indispensable agricultural products complementing ours, such as coffee, cocoa, bananas, quinine, insecticides, condiments, fibers and rubber. In return, we send Latin America farm and industrial products from virtually every state.

In the case of farm products which both the U. S. and Latin America produce, cooperation is increasing the food supply in Latin American countries and has also taken the form of conference-table efforts to agree on means of expanding and stabilizing markets. In the production of complementary crops, the U. S. is cooperating with Latin American countries in action programs of technical collaboration designed to increase production through the adoption of improved agricultural practices and introduction of better varieties.

The agricultural technical collaboration is carried on through the U. S. Department of Agriculture as part of the program of the Interdepartmental Committee on Scientific and Cultural Cooperation. (The article, "Agricultural Cooperation with the American Republics", page 7 in the enclosed publication, describes this program in detail.)

The Pan American Union, with its Division of Agricultural Cooperation has been responsible for much inter-American cooperation in agriculture, including the holding of three inter-American conferences on agriculture. The Union is sponsoring an Inter-American Conference on Conservation of Renewable Natural Resources beginning September 7 in Denver. The Inter-American Institute of Agricultural Sciences at Turrialba, Costa Rica, organized in 1942 under auspices of the Union, helps develop agricultural research, teaching and extension activities in the Americas.

In Cuba, the 5-C Clubs and in Venezuela the 5-V Clubs, and similar youth groups getting under way in other countries follow programs similar to those of the 4-H Clubs of farm youth in the United States.

The United States and almost all the other American Republics are members of the United Nations Food and Agriculture Organization, pledged to mutual efforts for improvement in food and agriculture, and in rural welfare.

Suggested Activities for Pan American Day

In local meetings, radio programs and publicity, USDA and cooperating personnel might use the theme of inter-American agricultural cooperation; for instance, a Home Demonstration Agent's column might feature Spanish-style menus.

4-H Clubs, Home Demonstration Clubs, USDA Clubs, etc., might draw upon Pan American customs, songs, dances for program material.

Program Helps for Pan American Day Observance

In some cases, Latin American trainees with USDA agencies may be able to participate in local programs. This Fact Sheet furnishes speech-facts. Many libraries will feature Latin American book-lists. Motion picture films on Latin America, many stressing agriculture, may be borrowed from USDA film depositories through regular channels. A new film strip, Cosechas de las Americas (Crops of the Americas) will be available about April 1 through usual Extension Service channels.

While available, the following materials furnished by the Pan American Union, may be obtained as a "kit" or as separate pieces, for background educational use. Extension Service requests will be handled through usual channels. Others should write the Office of Foreign Agricultural Relations, Department of Agriculture, Washington 25, D. C.

1. Poster, 19x25", colors, "The Americas Must Serve Mankind".

2. Program Aids, booklet listing flags, maps, pictures, music, etc., and where and how to obtain them.

3. Suggestions for Pan American Clubs, booklet telling how to organize clubs and suggesting activities and programs.

4. Manual for Students and Teachers, booklet of skits, songs, dances, suitable for schools, 4-H Clubs, etc.

5. House of the Americas, a radio program for Pan American Day.

6. Blue Blood, a 3-act comedy suitable for Pan American Day amateur players.

7. Coffee, the Story of a Good Neighbor Product, booklet with colored illustrations, for school projects, of interest to 4-H Club age group.

Reg. 3613

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

March 15, 1948.

MEMORANDUM NO. 1208

World War II Memorial Committee

There is hereby established a committee to consider and recommend ways and means of honoring, with a suitable memorial, employees of the Department who gave their lives in World War II. This committee will be responsible for giving overall direction and guidance to any plans or programs developed and accepted for bringing to completion the desired objective. The committee shall be known as the World War II Memorial Committee and consist of the following members:

Norris E. Dodd, Under Secretary, Chairman
H. H. Bennett, Soil Conservation Service
Perkins Coville, Veterans Advisory Committee
I. W. Duggan, Farm Credit Administration
Oren T. Eason, Veterans Representative
J. B. Gilmer, Production and Marketing Admin.
William A. Jump, Office of Budget and Finance
William V. Lambert, Agricultural Research Admin.
D. B. Lasseter, Farmers Home Administration
Joseph I. McMahon, Veterans Representative
E. J. Overby, Office of the Secretary
T. Roy Reid, Office of Personnel
Arthur B. Thatcher, Office of Plant and Operations
Lyle F. Watts, Forest Service
Claude R. Wickard, Rural Electrification Admin.
M. L. Wilson, Extension Service

Each member is authorized to appoint an alternate, if necessary.

Secretary

COMMITTEES

Reg. 3585

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

November 17, 1948.

MEMORANDUM NO. 1208, REVISION 1

World War II Memorial Committee

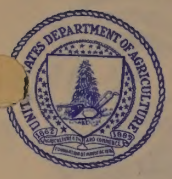
On March 15, 1948, the Secretary of Agriculture established a World War II Memorial Committee to consider and recommend ways and means of honoring employees of the Department who gave their lives in World War II and to be responsible for giving overall direction and guidance to any plans or programs developed. Because of certain changes made in key personnel of the Department, the Committee is reconstituted as follows:

Albert J. Loveland, Under Secretary, Chairman
H. H. Bennett, Soil Conservation Service
Perkins Coville, Veterans Advisory Committee
I. W. Duggan, Farm Credit Administration
Oren T. Eason, Veterans Representative
Ralph S. Trigg, Production and Marketing Administration
William A. Jump, Office of Budget and Finance
Philip V. Cardon, Agricultural Research Administration
D. B. Lasseter, Farmers Home Administration
James L. Sarver, Veterans Representative
E. J. Overby, Office of the Secretary
T. Roy Reid, Office of Personnel
Arthur B. Thatcher, Office of Plant and Operations
Lyle F. Watts, Forest Service
Claude R. Wickard, Rural Electrification Administration
M. L. Wilson, Extension Service

Charles F. Brannan
Secretary

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 3, 1951

MEMORANDUM NO. 1208, REVISION 2

World War II Memorial Committee

On March 15, 1948, the Secretary of Agriculture established a World War II Memorial Committee, which was reconstituted on November 17, 1948, to consider and recommend ways and means of honoring employees of the Department who gave their lives in World War II and to be responsible for giving overall direction and guidance to any plans or programs developed. Because of certain changes made in key personnel of the Department, the Committee is again reconstituted as follows:

Knox T. Hutchinson, Assistant Secretary, Chairman
H. H. Bennett, Soil Conservation Service
Perkins Coville, Veterans Advisory Committee
I. W. Duggan, Farm Credit Administration
Oren T. Eason, Veterans Representative
Gus F. Geissler, Production and Marketing Administration
Ralph S. Roberts, Office of Budget and Finance
Philip V. Cardon, Agricultural Research Administration
Dillard B. Lasseter, Farmers Home Administration
James L. Sarver, Veterans Representative
E. J. Overby, Office of the Secretary
T. Roy Reid, Office of Personnel
Arthur B. Thatcher, Office of Plant and Operations
Lyle F. Watts, Forest Service
Claude R. Wickard, Rural Electrification Administration
M. L. Wilson, Extension Service
Keith Himebaugh, Office of Information

K. T. Hutchinson

Assistant Secretary

COMMITTEES 2

Reg. 3615

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C. March 17, 1948.

No. 1209

MEMORANDUM TO HEADS OF ADMINISTRATIONS, BUREAUS AND OFFICES

Security Loan Campaign - U. S. Savings Bonds become U. S. Security Bonds

"Inflation" is our peace time enemy. By promoting savings we can fight inflation. One cause of inflation is too much money in the market to purchase the amount of goods produced. This forces prices up and then subsistence salaries are not adequate. It is a vicious circle. One answer is to hold back on spending our money, which should lead eventually to greater personal purchasing power, plus SECURITY.

There is no safer, surer investment today than U. S. Savings Bonds (Security Bonds). The yield (with safety) is excellent. The Series E Bond for small investors is truly "The Peoples' Bond". Its value is guaranteed. Its yield is sure. It is one investment upon which no one can lose. The Government through its payroll savings program has made it easy for every Federal employee to provide security for himself or his family in the simplest way possible. He controls the amount he saves merely by signing a card. The bookkeeping and all the incidentals are taken care of for him and the bonds are handed or delivered to him as "Take Home Savings".

The Treasury Department and our Government, recognizing the effects of inflation and knowing the cause as well as the cure, are organizing a nationwide "Security Loan Campaign."

Purpose - To sell more savings bonds to more Americans in the interest of a stabilized economy.

Slogan - "America's Security is your Security".

Time - April 15 through June 30, 1948.

Cooperation - Industry, farm leaders, labor, retailers, radio, newspapers, magazines, banking and business.

Effect - Safeguard the nation's economic strength by:

1. Withdrawing money in competition for goods and services in short supply from consumer markets.

2. Shifting public debt from banks to the public.

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

FINANCE 3

3. Affording more people safe - sure - profitable investments.

4. Increasing family security.

5. Providing - "Take Home Savings".

6. Relieving inflationary pressures.

7. Uniting the small investors in a formidable economic group. (Formidable because millions saving regularly become extremely important in our economic program.)

Goal - 100% solicitation of employees on the Department's payrolls. Tactful persistence by your bond organization to see that every employee who possibly can is urged to participate in the "Payroll Savings Plan" by allotting a portion of his income to his own "Future Security" and the "Security of the Nation".

MY PERSONAL REQUEST

1. Revitalize your bond organization.

2. Take a personal interest in this program.

3. Encourage your employees to participate.

4. Designate an effective Bureau Bond Chairman.

5. SEE THAT EVERYONE IN YOUR ORGANIZATION IS CALLED UPON TO MAKE A DECISION.

   a. To participate in the payroll savings plan.

   b. To buy as many bonds as possible through the payroll savings plan.

6. Advise me immediately whom you are authorizing in your organization to establish and carry out this program as your Bureau Bond Chairman.

I want this to be a thorough-going, person-to-person program.

Secretary

3. Affording more people safe - sure - profitable investments.

4. Increasing family security.

5. Providing - "Take Home Savings".

6. Relieving inflationary pressures.

7. Uniting the small investors in a formidable economic group.
(Formidable because millions saving regularly become extremely important in our economic program.)

Goal - 100% solicitation of employees on the Department's payrolls.
Tactful persistence by your bond organization to see that every employee who possibly can is urged to participate in the "Payroll Savings Plan" by allotting a portion of his income to his own "Future Security" and the "Security of the Nation".

MY PERSONAL REQUEST

1. Revitalize your bond organization.

2. Take a personal interest in this program.

3. Encourage your employees to participate.

4. Designate an effective Bureau Bond Chairman.

5. SEE THAT EVERYONE IN YOUR ORGANIZATION IS CALLED UPON TO MAKE A DECISION.

a. To participate in the payroll savings plan.

b. To buy as many bonds as possible through the payroll savings plan.

6. Advise me immediately whom you are authorizing in your organization to establish and carry out this program as your Bureau Bond Chairman.

I want this to be a thorough-going, person-to-person program.

Secretary

Reg. 3616

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

March 18, 1948.

FILED
MAR 23 1948
PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A.

MEMORANDUM NO. 1210

1949 Edition of the Code of Federal Regulations

Attached is a copy of a letter, dated March 11, 1948, received from the Director, Division of the Federal Register, which refers to the publication of the 1949 edition of the Code of Federal Regulations.

In general, the 1949 edition contemplates no changes in the basic assignments to titles and chapters or in the system of numbering which is now used in the Code of Federal Regulations. As indicated in the attached letter, the principal changes will be reflected within the individual chapters and in the method of keeping the code current.

In order that those portions of the Code of Federal Regulations which are devoted to the Department of Agriculture may be correctly and conveniently printed in the 1949 edition, it is requested that each agency review the chapters which are applicable to its activities. New documents should be submitted to the Federal Register covering those chapters which have outgrown their original pattern and which are in need of a more or less complete revision as to internal numbering. Documents should also be prepared revoking obsolete regulations which have never been formally revoked. Text not in effect on December 31, 1948, should be eliminated. Missing portions of regulations not heretofore published should be published prior to December 31, 1948. Consideration should also be given matters which may require new patterns of codification.

In addition to the above, the Federal Register Division would appreciate receiving any general suggestions for improving the new Code. General suggestions for improvement should be forwarded to this office not later than April 15, 1948.

Secretary

Attachment

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

PUBLICATIONS 6-3

Reg. 3627

FILED
MAR 26 1948
PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A. 1

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, 25, D. C.

March 25, 1948.

MEMORANDUM NO. 1211

Designation of Chief Liaison Officer on European Recovery

In order to effectively coordinate the participation of this Department and its relationships with other Government agencies in all matters involving the European Recovery Program, the Production and Marketing Administration is hereby assigned responsibility for effectuating this coordination. Mr. F. B. Northrup, in his capacity as Director of the Price Support and Foreign Supply Branch, Production and Marketing Administration, is designated as Chief Liaison Officer between the Department of Agriculture and other Government agencies, for all matters in connection with the European Recovery Program.

In performing the functions of Chief Liaison Officer, Mr. Northrup and his staff will serve as the focal point to which all matters in connection with the European Recovery Program will be channeled into the Department. Similarly, all organizational units within the Department of Agriculture will channel matters in connection with the European Recovery Program through the Chief Liaison Officer to all other governmental agencies.

In carrying out his responsibilities in this connection, the Chief Liaison Officer and his staff will not duplicate any of the responsibilities of any existing organizational units within the Department. Consequently, it is requested that the various bureaus and organizational units of the Department cooperate fully with the Chief Liaison Officer in carrying out this assignment.

CPA

Clinton P. Anderson

PERSONNEL 19

Reg. 3572

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

July 15, 1948

MEMORANDUM NO. 1211, Revised

Revision 1 pc

Designation of Chief Liaison Officer on European Recovery

In order to effectively coordinate the participation of this Department and its relationships with other Government agencies in all matters involving the European Recovery Program, the Production and Marketing Administration is hereby assigned responsibility for effectuating this coordination. Mr. L. B. Taylor, in his capacity as Director of the Price Support and Foreign Supply Branch, Production and Marketing Administration, is designated as Chief Liaison Officer between the Department of Agriculture and other Government agencies, for all matters in connection with the European Recovery Program.

In performing the functions of Chief Liaison Officer, Mr. Taylor and his staff will serve as the focal point to which all matters in connection with the European Recovery Program will be channeled into the Department. Similarly, all organizational units within the Department of Agriculture will channel matters in connection with the European Recovery Program through the Chief Liaison Officer to all other governmental agencies.

In carrying out his responsibilities in this connection, the Chief Liaison Officer and his staff will not duplicate any of the responsibilities of any existing organizational units within the Department. Consequently, it is requested that the various bureaus and organizational units of the Department cooperate fully with the Chief Liaison Officer in carrying out this assignment.

Charles F. Brannan

3-25-48
Rev 18

PERSONNEL 18

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

July 25, 1948

MEMORANDUM NO. 1811, Revised

Designation of Chief Liaison Officer on European Recovery

In order to effectively coordinate the participation of this Department and its relationship with other Government agencies in all matters involving the European Recovery Program, the Production and Marketing Administration is hereby assigned responsibility for effectuating this coordination. Mr. L. B. Taylor, in his capacity as Director of the Price Support and Foreign Supply Branch, Production and Marketing Administration, is designated as Chief Liaison Officer between the Department of Agriculture and other Government agencies, for all matters in connection with the European Recovery Program.

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In carrying out his responsibilities in this connection, the Chief Liaison Officer and his staff will not duplicate any of the responsibilities of any existing organizational units within the Department. Consequently, it is requested that the various bureaus and organizational units of the Department cooperate fully with the Chief Liaison Officer in carrying out this assignment.

Reg. 3640

DEPARTMENT OF AGRICULTURE

WASHINGTON

FILED
APR 9 1948
PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A.

April 8, 1948

MEMORANDUM NO. 1212

Appointment of D. A. FitzGerald as Director
Office of Foreign Agricultural Relations

D. A. FitzGerald has been appointed Director of the Office of Foreign Agricultural Relations. Dr. FitzGerald served in the Department from 1935 to 1946. During and immediately following the war he was concerned primarily with the international allocation of food supplies. Since 1946 he has been Secretary General of the International Emergency Food Council and its successor, the International Emergency Food Committee.

Secretary

Reg. 3642

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

April 12, 1948

MEMORANDUM NO. 1213

FILED
APR 13 1948
PLEASE RETURN TO
SECRETARY'S RECORDS
U.S.D.A.

Cooperation of the Department of Agriculture and Land-Grant Colleges and Universities in Advancing Research and Other Experience of Qualified Graduate Students.

A little more than a year ago the Department of Agriculture took steps to work out with the Association of Land-Grant Colleges and Universities cooperative plans whereby the Department would benefit from the employment of qualified post-graduate students and post-doctorate personnel of these institutions and at the same time afford opportunities to such individuals for gaining research and other experience under the direction of the Department's scientific staff in Washington, Beltsville, and elsewhere. The proposal has received consideration by the Association of Land-Grant Colleges and Universities and joint consideration by appropriate representatives of the Association and the Department. I am informed by Dean Thomas Cooper, Chairman of the Executive Committee of the Association of Land-Grant Colleges and Universities, that the proposed cooperation was unanimously approved by the Senate of the Association. The agreement does not bind the Department or member institutions of the Association to any specific course of action; it only signifies the mutual conviction that such cooperation would be in the public interest, would advance the cause of agricultural research, and would prove helpful to properly qualified students.

Under this plan, qualified and acceptable applicants may be employed, in accordance with existing laws and regulations, by agencies of the Department having funds available for payment of all or part of the compensation of such applicants. The Department and individual institutions will agree in advance with respect to all matters of detail involving particular research and particular candidates.

I am asking the following persons to serve as a Committee on Internship Cooperation with the Department of Agriculture Graduate School and Land-Grant Institutions to develop suitable procedures for and to carry forward this cooperative program. Dr. Winters will serve as chairman of the Committee.

Russell C. Engberg, FCA
Gladys Gallup, EXT
Walter H. Larrimer, FS
C. O. Henderson, PERS.
Ethan A. Norton, SCS
Sterling R. Newell, PMA
O. C. Stine, BAE
Rhett Y. Winters, ARA

Secretary

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

PERSONNEL 10

(File in Original)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

FILED
MAY 27 1948
PLEASE RETURN TO
SECRETARY'S RECORDS

May 4, 1948

MEMORANDUM NO. 1214

National Forest Board of Review

In recognition of the benefits to be derived from having the advice and assistance of consultants on matters relating to the use by the public of the national forests and other lands under the administration or control of the Forest Service, provision is being made for the employment in the Department of consultants for such purpose. They shall receive such salary or per diem as may be determined by the Secretary.

There is hereby established the National Forest Board of Review, comprised of not less than three of such consultants as may be designated from time to time by the Secretary. The Board shall, on the call of the Secretary, consider and advise him on (1) any matter relating to the use by the public of the national forests and other lands under the administration or control of the Forest Service, and (2) any appeals to the Secretary from decisions of the Chief of the Forest Service with respect to such uses. The Board shall act in an advisory capacity only and shall be without administrative authority. No member shall have any financial interest in any use of such lands. Members will be appointed on the basis of their personal competency and not as representatives of any group or organization interested in the use of such lands.

Clinton P. Anderson
Secretary

(No typewritten copies furnished)
(This copy to be replaced by Orig. when rec'd)

COMMITTEES

Memorandum No. 1214

TITLE 1 - GENERAL

CHAPTER 6 - ORGANIZATION AND FUNCTIONS OF COMMITTEES, COUNCILS AND BOARDS

SECTION __ - NATIONAL FOREST BOARD OF REVIEW

___ a. CONSULTANTS.(S)-) In recognition of the benefits to be derived from having the advice and assistance of consultants on matters relating to the use by the public of the national forests and other lands under the administration or control of the Forest Service, provision is being made for the employment in the Department of consultants for such purpose. They shall receive such salary or per diem as may be determined by the Secretary.

b. FUNCTIONS. There is hereby established The National Forest Board of Review, comprised of not less than three of such consultants as may be designated from time to time by the Secretary. The Board shall, on the call of the Secretary, consider and advise him on (1) any matter relating to the use by the public of the national forests and other lands under the administration or control of the Forest Service, and (2) any appeals to the Secretary from decisions of the Chief of the Forest Service with respect to such uses. The Board shall act in an advisory capacity only and shall be without administrative authority. No member shall have any financial interest in any use of such lands. Members will be appointed on the basis of their personal competency and not as representatives of any group or organization interested in the use of such lands. (-(S)

Clinton P. Anderson
Secretary of Agriculture

May 4, 1948
(Date)

Reg. 3668

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

FILED
MAY 10 1948
PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A.

May 14, 1948

MEMORANDUM NO. 1215

Designation of H. H. Johnson as
Special Assistant to the Secretary

Mr. H. H. Johnson has been appointed as Consultant to the Secretary and to the Chief of the Bureau of Animal Industry, effective today. Simultaneously, he is hereby designated as Special Assistant to the Secretary. In this capacity Mr. Johnson will be responsible directly to the Secretary for the administration of the Department's Foot-and-Mouth Disease program in cooperation with the Republic of Mexico.

M. E. Dodd
Acting Secretary

PERSONNEL 10

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

May 14, 1942

MEMORANDUM NO. 1218

Designation of H. H. Johnson as
Special Assistant to the Secretary

H. H. Johnson has been appointed as Consultant to the Secretary and to the Chief of the Bureau of Animal Industry, effective today. Simultaneously, he is hereby designated as Special Assistant to the Secretary. In this capacity Mr. Johnson will be responsible directly to the Secretary for the administration of the Department's foot-and-mouth disease program in cooperation with the Republic of Mexico.

M. L. Wilson

Acting Secretary

Reg. 3523

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

FILED

AUG 6 1948

PLEASE RETURN TO

SECRETARY'S RECORDS

U. S. D. A.

August 2, 1948

MEMORANDUM NO. 1215, REVISED

Designation of H. H. Johnson as Special Assistant to the Secretary and Co-Director of the Mexican-United States Commission for the Eradication of Foot-and-Mouth Disease

Secretary's Memorandum No. 1215, dated May 14, 1948, is revised as of this date to read as follows:

Mr. H. H. Johnson has been designated Special Assistant to the Secretary of Agriculture and appointed as Co-Director of the Mexican-United States Commission for the Eradication of Foot-and-Mouth Disease. In this capacity he will administer in cooperation with the Republic of Mexico and in accordance with broad policies of the Mexican-United States Commission for the Eradication of Foot-and-Mouth Disease a joint campaign to eradicate that disease in Mexico. As Co-Director of the Commission he will share equally with the Director responsibility for planning, organizing and directing the joint campaign and be responsible for the administration in Mexico of the American phase of the program.

Charles F. Brannan

Secretary

PERSONNEL 18

Reg. 3687

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 9, 1948.

FILED
JUN 10 1948
PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A.

MEMORANDUM NO. 1216

Appointment of Wesley McCune as Executive Assistant to the Secretary

Wesley McCune has been appointed Executive Assistant to the Secretary. Mr. McCune, who is a graduate of the University of Colorado, at one time engaged in farming with his father in northeastern Colorado. In 1939 and 1940 he served as economic analyst with the Food Stamp Program in the Department. Since then, except for service in the Merchant Marine during the war, he has been a Washington reporter for Newsweek, Time and Kiplinger's, as well as an author of books and articles on various subjects, including agriculture.

Charles F Brannan
Secretary

PERSONNEL 10

Reg. 3688

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

FILED

JUN 10 1948

PLEASE RETURN TO

SECRETARY'S RECORDS

U.S.D.A.

June 9, 1948.

MEMORANDUM NO. 1217

Clearance of Plans for Facilities Which Might Interfere with the Use of Airways

The Chairman of the Air Coordinating Committee, which was established by Executive Order 9781 of September 19, 1946, has called attention to an increasing number of instances in which a Federal agency constructs a facility of one kind or another near an airway with the result that the facility interferes with the use of the airway or vice versa. In some cases it has been necessary to relocate either the facility or the airway.

The Committee has established an Airspace Subcommittee, composed of representatives of the Department of the Air Force, the Department of the Navy, the Department of Commerce, the Civil Aeronautics Board, and the Federal Communications Commission. One of the principal objectives of the subcommittee is to reduce conflicts in the use of navigable airspace.

We are asked to consult with the Airspace Subcommittee with respect to plans for facilities which might affect the use of airways so that agreement can be reached in advance as to location at points which will not interfere with the airways. Such plans should be cleared, through the Office of Plant and Operations, with the Executive Secretary to the Airspace Subcommittee.

Charles F. Brannan

Secretary

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

Aeronautics

Reg. 3691

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

FILED
JUN 17 1948
PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A.

June 16, 1948.

MEMORANDUM NO. 1218

Committee on Training in Administrative Management

Mr. John L. Wells, Assistant Director, Office of Budget and Finance, and Earl W. Loveridge, Assistant Chief, Forest Service, have been appointed to fill facancies on the Committee on Training in Administrative Management.

The functions of this Committee are set forth in Title 1, paragraph 373, of the Administrative Regulations.

The Committee is now composed of:

C. O. Henderson, Chairman	Office of Personnel
Frank H. Spencer	Bureau of Entomology and Plant Quarantine
A. E. Jones	Soil Conservation Service
J. L. Wells	Office of Budget and Finance
Earl W. Loveridge	Forest Service

Charles F. Brannan
Secretary

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

COMMITTEES 2

DEPARTMENT OF AGRICULTURE

WASHINGTON

January 3, 1951

MEMORANDUM NO. 1218, Supplement 1

Committee on Training in Administrative Management

Mr. Carl Colvin, Deputy Governor, Farm Credit Administration; Raub Snyder, Deputy Administrator, Farmers Home Administration; Merrill J. Collett, Chief, Office of Personnel Management, Production and Marketing Administration; Thomas I. McKillop, Chief, Management Division, Rural Electrification Administration; and Cannon C. Hearne, In Charge of Personnel Training Section, Division of Field Studies and Training, Extension Service, have been appointed on the Committee on Training in Administrative Management.

The functions of this Committee are set forth in Title 1, paragraph 373, of the Administrative Regulations.

The Committee is now composed of:

C. O. Henderson	- Office of Personnel	Chairman
Frank H. Spencer	- Agricultural Research Administration	
A. E. Jones	- Soil Conservation Service	
J. L. Wells	- Office of Budget and Finance	
Earl W. Loveridge	- Forest Service	
Carl Colvin	- Farm Credit Administration	
Raub Snyder	- Farmers Home Administration	
Merrill J. Collett	- Production and Marketing Administration	
I. Thomas McKillop	- Rural Electrification Administration	
Cannon C. Hearne	- Extension Service	

C. J. McCormick

Under Secretary.

COMMITTEES 2

DEPARTMENT OF AGRICULTURE

WASHINGTON

TRAINING IN ADMINISTRATIVE MANAGEMENT

I. Department Committee

The need for training in Administrative Management has been recognized for several years in the Department. The first committee on training in Administrative Management was established March 12, 1945. (see General Departmental Circular No. 64)

The current members of this Committee are:

C. O. Henderson	- Office of Personnel	Chairman
Frank H. Spencer	- Agricultural Research Administration	
A. E. Jones	- Soil Conservation Service	
J. L. Wells	- Budget and Finance	
Earl W. Loveridge	- Forest Service	

II. Functions of this Committee

The functions of this Committee as set forth in Title I, para. 373, of the Administrative Regulations, are as follows:

> "As a part of the general project for the improvement of administration, it is felt desirable to establish a program for in-service training of men and women who show aptitude and promise in the several functions constituting the field of administrative management. The Committee will prepare a plan for in-service training of both Washington and field employees in administrative management, including recommendations as to methods of selecting employees who are to receive training, materials, methods,and facilities for training,and utilization of services of employees who have completed training."

III. Summary of Progress of Work of this Committee

In order to carry out its assigned functions, the Committee has set up and conducted to date five pilot workshops in Administrative Management. Three in Washington and two in the field. One hundred and four employees, ranging in grades from GS-9 to GS-14 have attended these pilot sessions. Fifty-four of these have attended Washington courses with fifty in the field.

FOR VICTORY
BUY UNITED STATES WAR BONDS AND STAMPS

Summary

Location	Date	Attendance
Washington, D.C.	Feb. 16-April 23, 1948	21
Washington, D.C.	Oct. 11-Dec. 10, 1948	21
Philadelphia, Pa.	Nov. 14-Dec. 9 1949	26
Washington, D.C.	July 10-14, 1950	12
Chicago, Ill.	Oct. 2-24, 1950	24
	Total	104

None of the above courses have been conducted exactly alike. The current committee members have assisted with planning, participated in, attended and evaluated all of the above sessions. After each course suggestions were made for changes in content, methods, materials, and procedure. In spite of this experimentation each succeeding group has been enthusiastically responsive. In all cases the participants have been unusually high in their praise of the value of this kind of training.

IV. Need for Expanding Committee

The current committee feels that the pilot workshops conducted to date have been so successful that the Department is now ready to step up the tempo of planning and conducting similar sessions, especially in the field. Two factors in carrying out this program stand out to date. First, the more good local leadership given to planning and conducting such courses the more successful they will be. Second, there appears to be a definite advantage to carrying out these initial courses across Agency lines. Participants get better acquainted with Department-wide programs. You get cross fertilization of ideas which adds hybrid vigor to the sessions.

In order to move forward gradually with a Department-wide program in administrative management training and to squarely meet the above two factors, the current committee recommends the expansion of the present committee to include the men listed on the attached memo.

In each case of the new members the agency head has been contacted and has designated the individual from his agency, subject to the Secretary's approval.

Summary

Location	Date	Attendance
Washington, D.C.	Feb. 18-April 23, 1948	21
Washington, D.C.	Oct. 11-Dec. 10, 1948	24
Philadelphia, Pa.	Nov. 14-Dec. 9 1949	26
Washington, D.C.	July 10-14, 1950	12
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	Total	107

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In order to move forward gradually with a Department-wide program in administrative management training and to squarely meet the above two factors, the current committee recommends the expansion of the present committee to include the men listed on the attached memo.

In each case of the new members the agency head has been contacted and has designated the individual from his agency, subject to the Secretary's approval.

DEPARTMENT OF AGRICULTURE

WASHINGTON

October 13, 1952

641

8-29-51

MEMORANDUM NO. 1218, ~~Supplement~~ Revision 4

Committee on Training in Administrative Management

The membership of the Committee on Training in Administrative Management is revised and now consists of:

Robert T. Beall	- Rural Electrification Administration
Carl Colvin	- Farm Credit Administration
Robert W. Herder	- Production and Marketing Administration
Cannon C. Hearne	- Office of Foreign Agricultural Relations
Paul V. Kepner	- Extension Service
Earl W. Loveridge	- Forest Service
Sterling R. Newell	- Bureau of Agricultural Economics
Ralph Picard	- Farmers Home Administration
Frank H. Spencer	- Agricultural Research Administration
John L. Wells	- Office of Budget and Finance
Donald A. Williams	- Soil Conservation Service
C. O. Henderson, Chairman	- Office of Personnel

The functions of this Committee are set forth in title 1, paragraph 373, of the Administrative Regulations.

K. T. Fleetwood

Assistant Secretary

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

February 27, 1953

MEMORANDUM NO. 1218, REVISION 5

Committee on Training in Administrative Management

The membership of the Committee on Training in Administrative Management is revised and now consists of:

Richard D. Aplin	-Office of the Secretary
Robert T. Beall	-Rural Electrification Administration
Marcus B. Braswell	-Production and Marketing Administration
Carl Colvin	-Farm Credit Administration
Cannon C. Hearne	-Office of Foreign Agricultural Relations
Paul V. Kepner	-Extension Service
Earl W. Loveridge	-Forest Service
Sterling R. Newell	-Bureau of Agricultural Economics
Frank H. Spencer	-Agricultural Research Administration
John L. Wells	-Office of Budget and Finance
Donald A. Williams	-Agricultural Conservation Programs
C. O. Henderson, Chairman	-Office of Personnel

The functions of this Committee are set forth in title 1, paragraph 373, of the Administrative Regulations.

Under Secretary

COMMITTEES 3

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

February 27, 1953

MEMORANDUM NO. 1218, REVISION 5

Committee on Training in Administrative Management

The membership of the Committee on Training in Administrative Management is revised and now consists of:

Richard D. Arlin
Robert T. Beall
Marcus E. Braswell
Carl Colvin
Cannon C. Hearne
Paul V. Kepner
Earl W. Loveridge
Sterling R. Newell
Frank H. Spencer
John L. Wells
Donald A. Williams
C. O. Henderson, Chairman

-Office of the Secretary
-Rural Electrification Administration
-Production and Marketing Administration
-Farm Credit Administration
-Office of Foreign Agricultural Relations
-Extension Service
-Forest Service
-Bureau of Agricultural Economics
-Agricultural Research Administration
-Office of Budget and Finance
-Agricultural Conservation Programs
-Office of Personnel

The functions of this Committee are set forth in title I, paragraph 372, of the Administrative Regulations.

Under Secretary

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

October 6, 1953.

MEMORANDUM NO. 1218, REVISION 6

Committee on Training in Administrative Management

The membership of the Committee on Training in Administrative Management is revised and now consists of:

Frederick W. Babbel	-Office of the Secretary
Robert T. Beall	-Rural Electrification Administration
Marcus B. Braswell	-Production and Marketing Administration
Carl Colvin	-Farm Credit Administration
Cannon C. Hearne	-Foreign Agricultural Service
Paul V. Kepner	-Extension Service
Earl W. Loveridge	-Forest Service
Sterling R. Newell	-Bureau of Agricultural Economics
Frank H. Spencer	-Agricultural Research Administration
John L. Wells	-Office of Budget and Finance
Donald A. Williams	-Agricultural Conservation Program
C. O. Henderson, Chairman	-Office of Personnel

The functions of this Committee are set forth in title 1, paragraph 373, of the Administrative Regulations.

Ralph S. Roberts
Administrative Assistant Secretary

COMMITTEES 2

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

October 6, 1953.

MEMORANDUM NO. 1212, REVISION 6

Committee on Training in Administrative Management

The membership of the Committee on Training in Administrative Management is revised and now consists of:

Frederick W. Peterel — Office of the Secretary
Robert T. Peell — Rural Electrification Administration
Marcus B. Braswell — Production and Marketing Administration
Carl Colvin — Farm Credit Administration
Vernon C. Beatrice — Foreign Agricultural Service
Paul V. Kepner — Extension Service
Earl W. Loveridge — Forest Service
Sterling R. Newell — Bureau of Agricultural Economics
Frank H. Spencer — Agricultural Research Administration
John L. Wells — Office of Budget and Finance
Donald A. Williams — Agricultural Conservation Program
C. O. Henderson, Chairman — Office of Personnel

The functions of this Committee are set forth in title I, paragraph 371, of the Administrative Regulations.

Ralph S. Roberts
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

June 22, 1951

MEMORANDUM NO. 1218, Supplement 2

Committee on Training in Administrative Management

Mr. Ralph Picard, Deputy Administrator, Farmers Home Administration and Mr. Donald A. Williams, Chief of Operations, Soil Conservation Service have been appointed on the Committee on Training in Administrative Management.

The functions of this Committee are set forth in title 1, paragraph 373, of the Administrative Regulations.

The Committee is now composed of:

Carl Colvin	- Farm Credit Administration
Merrill J. Collett	- Production and Marketing Administration
Cannon C. Hearne	- Extension Service
Earl W. Loveridge	- Forest Service
I. Thomas McKillop	- Rural Electrification Administration
Ralph Picard	- Farmers Home Administration
Frank H. Spencer	- Agricultural Research Administration
J. L. Wells	- Office of Budget and Finance
Donald A. Williams	- Soil Conservation Service
C. O. Henderson, Chairman	- Office of Personnel

Charles F. Brannan

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 29, 1951

Revision

MEMORANDUM NO. 1218, SUPPLEMENT 3

Committee on Training in Administrative Management

Mr. Sterling R. Newell, Assistant Chief, Bureau of Agricultural Economics, has been appointed to the Committee on Training in Administrative Management.

The functions of this Committee are set forth in title 1, paragraph 373, of the Administrative Regulations.

The Committee is now composed of:

Carl Colvin	- Farm Credit Administration
Merrill J. Collett	- Production and Marketing Administration
Cannon C. Hearne	- Extension Service
Earl W. Loveridge	- Forest Service
Sterling R. Newell	- Bureau of Agricultural Economics
Ralph Picard	- Farmers Home Administration
Frank H. Spencer	- Agricultural Research Administration
John L. Wells	- Office of Budget and Finance
Donald A. Williams	- Soil Conservation Service
C. O. Henderson, Chairman	- Office of Personnel

C. J. McCormick
Under Secretary

S. R. Newell (Chrm.)

Supplement to be prepared for Memo. 12/17/51,
S. R. Newell, Chrm.

Reg. 3696

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

June 28, 1948.

MEMORANDUM NO. 1219

Proposals for State Legislation

FILED
JUN 29 1948
PLEASE RETURN TO
RECORDS
U.S.D.A.

For the past several years the Department of Justice, in cooperation with the Council of State Governments, has acted as a facilitating agency in connection with Federal proposals for State legislation. Attached is a copy of a letter from the Attorney General, stating that the same arrangements will be in effect this year and referring to cooperative relationships which have been established with organizations of State and local officials.

The Department has cooperated in submitting a number of proposals to the States through the Department of Justice and the Council of State Governments. Our experience indicates that this channel is advantageous in many cases, particularly for model bills or matters with respect to which uniform State legislation is desirable. Most of the State Legislatures will meet in 1949.

Any proposals which agencies of the Department may wish to submit should be prepared for transmission to the Attorney General by the Secretary. The meeting of the Drafting Committee of the Council of State Governments on July 16 and 17, mentioned by the Attorney General, is a preliminary meeting and only a general statement of proposals need be submitted at this time. Detailed bills would then be drafted, with the aid of the Solicitor's Office and in consultation with State officials or other Federal agencies concerned. These drafts would be considered by the Drafting Committee of the Council of State Governments and, if approved, would be transmitted to the State Legislatures and interested State officials.

If an agency plans to submit any proposals, the general procedure to be followed should be discussed with the Secretary to the Administrative Council at an early date. Considerable time is required for consultation and clearance, so that work should be begun at once on any bills to be submitted.

W. R. Minor

Assistant to the Secretary

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

Attachment

LEGISLATION 2

Reg. 3507

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

July 18, 1949.

MEMORANDUM NO. 1219, SUPPLEMENT 1

Proposals for State Legislation

The Department of Justice has advised that the Drafting Committee of the Council of State Governments will meet in Washington on October 13 and 14 to consider proposals by Federal agencies for State legislation, with a view to approval of such proposals by the Council and their circulation to State Legislatures at sessions which begin after January 1, 1950. The Department of Justice asks that any matters to be considered by the Drafting Committee be submitted not later than August 15.

This procedure for developing proposals for State legislation of interest to Federal agencies has been in operation for a number of years and appears to be advantageous in a good many ways, particularly for model bills or matters with respect to which uniform State legislation is desirable. While the majority of State Legislatures will not meet in regular session until 1951, a number will be in session in 1950.

If an agency plans to submit a proposal, the general procedure to be followed should be discussed with the Secretary of the Administrative Council at an early date. The Solicitor's Office will assist in drafting bills. Considerable time is required for consultation with State officials and other Federal agencies concerned, so that work should be begun at once on any bills to be submitted.

W. R. Minor

Assistant to the Secretary

LEGISLATION 2

Reg. 3506

FILED
JUL 14 1948
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U. S. D. A.

DEPARTMENT OF AGRICULTURE

WASHINGTON

July 9, 1948.

MEMORANDUM NO. 1220

Preparation of an Agricultural Plan for the Missouri Basin

The Department of Agriculture will prepare a multiple-purpose agricultural plan for the Missouri River Basin. Under this plan the programs and activities of the Department relating to the development, utilization and conservation of natural resources will be integrated into a unified basin-wide program. This program will be designed to: Conserve and improve the lands of the Basin; build up and protect the forest resource; protect, enhance and develop the water resource; enlarge and improve the farm plant by irrigation and drainage; reduce flood and sediment damages; enhance recreation and wildlife; and otherwise support, complement and balance the programs of other agencies -- particularly the engineering activities being carried out under the "Pick-Sloan" plan.

The Missouri Basin plan will be developed by the joint action of the agencies of the Department. To insure coordinated action, a Departmental working group of representatives of the participating agencies will be established. This working group will prepare a work outline for the planning effort. This outline shall set out the various tasks to be performed in preparing the basin plan, and shall assign these tasks to the various agencies participating. Each working group member will act as leader and coordinator of the work done by his agency, operating under the direction of his agency. The working group will meet frequently to review progress and to insure coordination of planning activities. When the several agency tasks are completed, the results will be integrated by the working group into a unified comprehensive plan. The working group will then prepare a report setting out the plan, estimates of its costs, its anticipated physical, economic and social effects, and the joint recommendations of the group.

It is intended that the appropriate State organizations be given full opportunity to cooperate in the planning effort. The work outline will set out the general scope of cooperation. Cooperative arrangements for each planning task will be effectuated by the agency undertaking that task.

Provision shall be made in the plan for its periodic review and modernization.

Responsibility for general coordination and integration of the joint planning effort is hereby assigned to Ralph R. Will who is authorized to assign a representative to act as Chairman and Leader for the working group.

The joint planning effort shall be initiated as early in July as possible.

Charles F. Brannan

Secretary

WATER 3-1(m)

Reg. 3516

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

July 22, 1948.

FILED
JUL 23 1948
PLEASE RETURN TO
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U. S. D. A.

MEMORANDUM NO. 1221

Transfer of the Remount Service to the Department of Agriculture

Public Law 494, 80th Congress, transferred the Remount Service from the Department of the Army to the Department of Agriculture, effective July 1, 1948. The Service is to be administered to "advance the livestock and agricultural interests of the United States, including improvement in the breeding of horses suited to the needs of the United States."

The records, property, and personnel transferred to this Department by Public Law 494, together with the functions relating thereto, created by the said Act, and any military personnel detailed to this Department pursuant thereto, are to be administered in this Department in the Bureau of Animal Industry under the general direction and supervision of the Agricultural Research Administrator.

Subject to such general direction and to approval by the Secretary and the Agricultural Research Administrator of policy and other major aspects of the program through regulations hereafter issued or otherwise, authority is hereby delegated to the Chief of the Bureau of Animal Industry to exercise the powers, functions, and duties vested in the Secretary of Agriculture by this Act.

Charles F. Brannan
Secretary

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

ORGANIZATION 1(A-T)

Reg. 3528

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
AUG 11 1948
PLEASE RETURN TO
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U. S. D. A.

August 6, 1948.

MEMORANDUM NO. 1222

Tennessee Valley Agricultural
Correlating Committee

J. C. Dykes, Assistant Chief, Soil Conservation Service, has been designated as the Department's representative on the Tennessee Valley Agricultural Correlating Committee. The other members are Thomas P. Cooper, Dean of the College of Agriculture, University of Kentucky, and J. C. McAmis, Tennessee Valley Authority.

The function of the Committee is to facilitate coordinated effort in meeting the agricultural problems of the Tennessee Valley.

Charles F. Brannan
Secretary

COMMITTEES

MEMORANDUM NO. 1222

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The function of the Committee is to facilitate coordinated effort in meeting the agricultural problems of the Tennessee Valley.

Secretary

Reg. 3533

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 13, 1948.

MEMORANDUM NO. 1223

Designation of a Fair Employment Officer

Mr. Wesley McCune, Executive Assistant to the Secretary, is designated as Fair Employment Officer for this Department effective immediately.

Mr. Stanley Williams, Administrative Assistant in the Office of the Secretary, is designated as alternate to Mr. McCune. In Mr. McCune's absence, Mr. Williams will assume the responsibilities and functions of the Fair Employment Officer.

The Fair Employment Officer will report to me. He will insure that in the employment policies of this Department their shall be no discrimination because of race, color, religion, or national origin. To accomplish this he will assume the responsibilities outlined in Executive Order 9980 of July 28, 1948 and will issue such instructions as may be necessary to accomplish this purpose.

Charles F. Brannan
Secretary

Attachment

PERSONNEL 18

DEPARTMENT OF AGRICULTURE
WASHINGTON

February 19, 1953

MEMORANDUM NO. 1223 Revision 1

Designation of Fair Employment Officer

Mr. Daken K. Broadhead, Executive Assistant to the Secretary, is designated as Fair Employment Officer for the Department effective immediately.

The Fair Employment Officer will report to me. He will insure that in the employment policies of this Department there shall be no discrimination because of race, color, religion or national origin. The Department's policy for fair employment and procedures for handling complaints or appeals of alleged discrimination are set forth in Chapter 46, Title 8 of the Administrative Regulations. They are also published in the Employee Handbook.

As required by Executive Order 9980, notice of this appointment should be brought to the attention of all employees of the Department.

Secretary

PERSONNEL 15

DEPARTMENT OF AGRICULTURE
WASHINGTON

February 19, 1953

MEMORANDUM NO. 1252 Revision 1

Designation of Fair Employment Officer

Mr. Dalton R. Broadhead, Executive Assistant to the Secretary, is designated as Fair Employment Officer for the Department effective immediately.

The Fair Employment Officer will report to me. He will insure that in the employment policies of this Department there shall be no discrimination because of race, color, religion or national origin. The Department's policy for fair employment and procedures for handling complaints or appeals of alleged discrimination are set forth in Chapter 1c, Title 8 of the Administrative Regulations. They are also published in the Employee Handbook.

As required by Executive Order 9980, notice of this appointment should be brought to the attention of all employees of the Department.

Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 3, 1953

MEMORANDUM NO. 1223, Revision 2

Designation of Fair Employment Officer

Mr. Ralph S. Roberts, Administrative Assistant Secretary, is designated as Fair Employment Officer for the Department effective immediately.

The Fair Employment Officer will report to me. He will insure that in the employment policies of this Department there shall be no discrimination because of race, color, religion or national origin. The Department's policy for fair employment and procedures for handling complaints or appeals of alleged discrimination are set forth in Chapter 46, Title 8 of the Administrative Regulations. They are also published in the Employee Handbook.

As required by Executive Order 9980, notice of this appointment should be brought to the attention of all employees of the Department.

Secretary

PERSONNEL 15

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 27 1954

MEMORANDUM NO. 1223, Revision 3

Designation of Fair Employment Officer

Mr. MacHenry Schafer, Director of Personnel, is designated as Fair Employment Officer for the Department effective immediately.

In this capacity he will insure that in the employment policies of this Department there shall be no discrimination because of race, color, religion or national origin. The Department's policy for fair employment and procedures for handling complaints or appeals of alleged discrimination are set forth in Chapter 46, Title 8 of the Administrative Regulations. They are also published in the Employee Handbook.

As required by Executive Order 9980, notice of this appointment shall be brought to the attention of all officers and employees of the Department.

Memorandum No. 1223, Revision 2, is hereby superseded.

Secretary

PERSONNEL 45

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

March 15 1955

MEMORANDUM NO. 1223, REVISION 4

Designation of Employment Policy Officer

Mr. Ralph S. Roberts, Administrative Assistant Secretary, is designated as the Employment Policy Officer for the Department in accordance with Section 5 of Executive Order 10590 dated January 18, 1955.

In this capacity he will perform the duties described in Executive Order 10590 and insure that in the employment policies of this Department there shall be no discrimination because of race, color, religion or national origin.

The Department policy for fair employment and procedures for handling complaints or appeals of alleged discrimination will be found in Chapter 46, Title 8 of the Administrative Regulations. They are also published in the USDA Employee Handbook.

As required by Executive Order 10590, "All officials and employees of the Department shall be advised of the name of the Department's Employment Policy Officer."

Memorandum No. 1223, Revision 3, is hereby superseded.

Ezra Taft Benson

Secretary

PERSONNEL 15

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

March 15 1955

MEMORANDUM NO. 1223, REVISION 4

Designation of Employment Policy Officer

Mr. Ralph S. Roberts, Administrative Assistant Secretary, is designated as the Employment Policy Officer for the Department in accordance with Section 5 of Executive Order 10590 dated January 18, 1955.

In this capacity he will perform the duties described in Executive Order 10590 and insure that in the employment policies of this Department there shall be no discrimination because of race, color, religion or national origin.

The Department policy for fair employment and procedures for handling complaints or appeals of alleged discrimination will be found in Chapter 46, Title 8 of the Administrative Regulations. They are also published in the USDA Employee Handbook.

As required by Executive Order 10590, "All officials and employees of the Department shall be advised of the name of the Department's Employment Policy Officer."

Memorandum No. 1223, Revision 3, is hereby superseded.

Secretary

Reg. 3534

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

August 18, 1948.

MEMORANDUM NO. 1224

Appointment of Dr. P. V. Cardon as Agricultural Research Administrator

Dr. P. V. Cardon has been appointed Administrator, Agricultural Research Administration, effective August 18. He succeeds Dr. W. V. Lambert, who has resigned to become Dean of the Nebraska College of Agriculture and Director of the Nebraska Agricultural Experiment Station.

Charles F. Brannan
Secretary

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

PERSONNEL 10

Reg. 3540

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

August 23, 1948.

MEMORANDUM NO. 1225

Strategic and Critical Materials Stock Piling Act

Paragraphs 134 and 135 of title 1 of the Administrative Regulations deal with responsibilities of agencies of the Department under the Strategic and Critical Materials Stock Piling Act.

Matters arising in the Department generally in connection with the implementation of this Act should be referred to Mr. Frank K. Woolley, Deputy Administrator, Production and Marketing Administration, who is designated as Department representative in connection with this Act.

Charles F. Brannan

Secretary

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

PERSONNEL 18

Reg. 3545

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 30, 1948

MEMORANDUM NO. 1226

Organization of Production and Marketing Administration

In consolidating the work of a number of programs and agencies into the Production and Marketing Administration, as a new organization in the Department, it was deemed advisable in Secretary's Memoranda Nos. 1118 and 1188 to prescribe more detail than is ordinarily necessary in defining functions of a going organization.

It now appears desirable to eliminate many of the detailed provisions of the previous memoranda and thus provide for more flexibility and effective handling of work within the Administration. This memorandum is issued for that purpose and to reflect changes considered desirable in view of the new Federal charter of the Commodity Credit Corporation. Otherwise than as required by the new charter, this memorandum does not change the functions or responsibilities heretofore assigned to the Production and Marketing Administration.

I Assignment of Activities

The activities assigned to the Production and Marketing Administration consist of the following four groups: Production Programs; Marketing and Distribution Programs; Price Support and Supply Programs; and administrative and other staff services incident to the preceding three main groups. Specifically, PMA is assigned responsibility for the following:

A Production Programs

1 The Agricultural Conservation Program and production adjustment programs, including farm marketing quotas and sugar quotas;

2 Supervision of the state, county and community farmer committee organization used in the administration of production and other Production and Marketing Administration programs requiring direct dealing with farmers.

B Marketing and Distribution Programs

1 Marketing service, inspection, grading, and regulatory programs as now assigned to the Production and Marketing Administration, as well as others as may hereafter be assigned.

ORGANIZATION 1 (PMA)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 29, 1948

MEMORANDUM NO. 1256

Organization of Production and Marketing Administration

In consolidating the work of a number of programs and agencies into the Production and Marketing Administration, as a new organization in the Department, it was deemed advisable in Secretary's Memoranda Nos. 1178 and 1198 to prescribe more detail than is ordinarily necessary in defining functions of a going organization.

It now appears desirable to eliminate many of the detailed provisions of the previous memoranda and thus provide for more flexibility and effective handling of work within the Administration. This memorandum is issued for that purpose and to reflect changes considered desirable in view of the new Federal charter of the Commodity Credit Corporation. Otherwise than as required by the new charter, this memorandum does not change the functions or responsibilities heretofore assigned to the Production and Marketing Administration.

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2 Supervision of the state, county and community farmer committee organization used in the administration of production and other Production and Marketing Administration programs requiring direct dealing with farmers.

B Marketing and Distribution Programs

1 Marketing service, inspection, grading, and regulatory programs as now assigned to the Production and Marketing Administration, as well as others as may hereafter be assigned.

2 Research and marketing service projects authorized by the Research and Marketing Act of 1946, as assigned to PMA.

3 Programs under "Section 32" designed to encourage exportation or to expand domestic consumption of agricultural commodities, or products thereof.

4 School Lunch Program.

C Price Support and Supply Programs

1 The formulation and operation of programs authorized by law relating to price support loans, purchases, or other price support activities, subject to Section III below to the extent such programs involve the Commodity Credit Corporation.

2 The carrying out of foreign and domestic supply programs in accordance with applicable law and requisitions from other agencies and foreign governments, subject to Section III below to the extent such programs involve the Commodity Credit Corporation.

3 Participation in the development of requirements and allocations of agricultural commodities, materials and equipment for use in foreign and domestic programs.

4 Serving as the focal point through which all matters in the Department in connection with the European Recovery Program are channelled.

II Organization of Production and Marketing Administration

The Production and Marketing Administration shall be directed by an Administrator, a Deputy Administrator, and such Assistant Administrators as may be required, subject to the general supervision of the Secretary of Agriculture. Its operations shall be carried out in accordance with applicable laws and Departmental and other rules and regulations through such commodity, functional and staff bureaus, to be known as branches, as may be established by the Administrator. The Production and Marketing Administration and its branches shall maintain such area, state and local field offices as shall be found necessary to implement the Departmental policy of decentralized operations.

III Responsibilities for Commodity Credit Corporation

The Production and Marketing Administration and its officers and employees shall discharge such functions and perform such duties for the Commodity Credit Corporation as may be assigned to them by the By-laws of the Corporation, or by the Board of Directors of the Commodity Credit Corporation.

2 Research and marketing service projects authorized by the Research and Marketing Act of 1946, as assigned to FMA.

3 Programs under "Section 32" designed to encourage exportation or to expand domestic consumption of agricultural commodities, or products thereof.

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III Responsibilities for Commodity Credit Corporation

The Production and Marketing Administration and its officers and employees shall discharge such functions and perform such duties for the Commodity Credit Corporation as may be assigned to them by the By-Laws of the Corporation, or by the Board of Directors of the Commodity Credit Corporation.

IV Effect upon Prior Authorizations

Secretary's Memorandum 1188, as amended and supplemented, is hereby cancelled; however, regulations, orders, and similar instruments, including delegations of authority, heretofore issued by any officer of the Department of Agriculture shall continue in full force and effect unless and until withdrawn or superseded by instruments of like authority.

Charles F. Brannan

Secretary

IV Effect upon Prior Authorizations

Secretary's Memorandum 1108, as amended and supplemented, is hereby cancelled; however, regulations, orders, and similar instruments, including delegations of authority, heretofore issued by any officer of the Department of Agriculture shall continue in full force and effect unless and until withdrawn or superseded by instruments of like authority.

Secretary

Reg. 3549

SECRETARY'S MEMORANDUM NO. 1227

Lend-Lease Plant Expansion Program and Grain to Alcohol Conversion Plant Program

To provide for the continued administration of the program under which the Government expanded and acquired facilities needed for processing of agricultural commodities pursuant to the provisions of the Lend-Lease Act (Public Law 11, 77th Congress), approved March 11, 1941, and acts supplementary thereto, and pursuant to Public Law No. 890, 80th Congress, approved July 2, 1948, providing for the transfer of Government-owned alcohol plants from the Reconstruction Finance Corporation and the War Assets Administration to the Department of Agriculture, responsibility for the administration of programs and operations under these acts is realigned and assigned as set forth below.

I Office of the Secretary of Agriculture

The Office of the Secretary shall: determine basic policy regarding the management and operation of these plants and facilities; coordinate the utilization of these plants by the various agencies of the Department; ~~upon request,~~ assist the Production and Marketing Administration in related contract and other negotiations; and review related contracts and amendments thereto.

II Responsibilities of the Production and Marketing Administration

The Production and Marketing Administration shall administer the Government-owned alcohol plants transferred to the Department of Agriculture from the Reconstruction Finance Corporation and the War Assets Administration, together with the plants constructed under the Lend-Lease Plant Expansion Program.

In administering these plants, PMA shall be responsible for the management of, and shall provide the necessary administrative supervision and services for these plants, including rent and other contract negotiations.

PMA shall also be responsible for developing and recommending programs which involve these plants and facilities, taking into consideration such factors as national defense requirements, price support and surplus disposal activities, and providing commercial scale testing of research to develop new and improved uses and improved processing techniques for agricultural commodities.

III Authorities

A. All previous memoranda are superseded to the extent that they conflict with or are inconsistent with the provisions of this memorandum; however, regulations, orders and similar instruments, including delegations of authority heretofore issued by any officer of the Department of Agriculture shall continue in full force and effect unless and until withdrawn or superseded by instruments of like authority.

(III)

B. The provisions of this memorandum shall become effective immediately.

Charles F Brannan

September 3, 1948

Reg. 35-56

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

FILED
SEP 28 1948
PLEASE RETURN TO
SECRETARY'S RECORDS
U.S.D.A.

September 24, 1948.

MEMORANDUM NO. 1228

FBI Check on All Employees for Whom Passports Are Requested

A letter from the Department of State dated August 26, 1948 now requires that "all agencies indicate on the letters requesting passports that each adult requiring a passport has had his record checked for loyalty with the FBI."

This Department has agreed to comply with that requirement. Our reply, set forth below, is self explanatory.

> "Reference is made to your Department's letter dated August 26 (FA) in which you notify this Department that all agencies are now required to indicate in all letters requesting passports that each adult requiring a passport has had his record checked for loyalty with the FBI. It is our understanding that this does not apply to dependents of employees for whom passports are requested.
>
> The necessary steps have been taken in this Department to comply with this requirement and the following stamp of certification will appear on each passport request:
>
> *SECURITY CLEARANCE
> EFFECTED
>
> (Initials - Date)
> Chief, Division of
> Investigations, USDA
>
> The persons authorized to certify to this effect will be Mr. C. T. Forster, Chief of the Division of Investigations of this Department and his Assistants, Mr. C. A. Locke and Mr. E. M. Loweree."

This is in addition to the requirements of Administrative Regulations, title 1, paragraph 204, on security clearance for persons attending

* To be affixed in Division of Investigations, Office of Personnel.

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

TRAVEL 2-1

international conferences. The purpose of this Memorandum is to extend the requirements of the above cited Administrative Regulation to include all travel requiring passports (as well as International Conferences both in the United States and abroad), the procedure for securing these clearances to remain the same as outlined therein.

Charles F. Brannan
Secretary

Reg. 6555

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

FILED
SEP 29 1948
PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A.

September 24, 1948.

MEMORANDUM NO. 1229

Time Required for Processing Passport Letters

In view of the increase in foreign travel by personnel of this Department and the recent instructions relative to security clearance prior to such travel, it has become necessary to establish some policy as to the time required for processing such assignments. The following is applicable only to cases requiring the signature of the Secretary. In all other cases, consult the Foreign Travel Section of the Office of Foreign Agricultural Relations for proper procedure.

TEN WORK DAYS should be allowed from the time the project and passport letters reach the Office of Foreign Agricultural Relations for clearance by that Office, Office of Budget and Finance, Division of Investigations of the Office of Personnel, and the Office of the Secretary. Cases involving the expenditure of Research and Marketing Funds should be cleared with the Research and Marketing Administrator prior to forwarding to the Office of Foreign Agricultural Relations.

In addition to the ten days above, TEN WORK DAYS should be allowed for processing through the Department of State (diplomatic clearance and issuance of passport) and, if travel involves entry into Military Occupied Zones, another WORK WEEK will be required for processing through the Joint Chiefs of Staff.

ONE TO TWO WORK DAYS should be allowed upon receipt of the passport in the Office of Foreign Agricultural Relations for the application for visas (time required depending upon the number of visas to be obtained).

Exceptions can be made only when adherence to this schedule is not possible for reasons beyond our control. In such cases, the file should be accompanied by a memorandum explaining the circumstances and requesting special handling through the various clearing offices within the Department.

Charles F. Brannan
Secretary

FOR VICTORY
BUY UNITED STATES WAR BONDS AND STAMPS

TRAVEL 2-1

Reg. 3-5-57

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

September 24, 1948.

FILED
SEP 28 1948
PLEASE RETURN TO
SECRETARY'S RECORDS

MEMORANDUM NO. 1230

American Standards Association

The Department of Agriculture has for many years been a member of the American Standards Association and has participated in the work of the Association's committees in preparing standards. The standards promulgated by the Association have dealt with such things as uniformity of dimensions to insure interchangeability, concentration on the optimum number of types, sizes, and grades of products, specifications as a basis of purchase, methods of making acceptance tests for materials and apparatus, safety codes for the protection of workmen, building codes, traffic standards, and nomenclature, including definitions of terms commonly used in specifications and contracts.

Recently the American Standards Association has incorporated under the laws of the State of New York. Because of this, it has been necessary for legal reasons for this Department, along with other Federal agencies, to cease to be a member of the Association. It is not intended, however, that this fact should in any way affect the Department's cooperation with the Association in the preparation of standards. These standards have important benefits to the public and in many cases are of direct assistance in the conduct of the Government's work.

The persons who represented the Department on the Standards Council of the American Standards Association will serve as a committee to consider matters relating to standards which may concern the Department. In addition, representatives of the Office of Budget and Finance and the Office of the Solicitor will serve on the committee and the Secretary of the Administrative Council will serve as chairman. The membership of the committee is as follows:

W. C. Crow	Production and Marketing Administration
W. K. Knauff	Office of Plant and Operations
Ralph Koebel	Office of the Solicitor
J. E. O'Brien	Rural Electrification Administration
Ruth O'Brien	Bureau of Human Nutrition and Home Economics
David J. Price	Bureau of Agricultural and Industrial Chemistry
James Scammahorn	Office of Budget and Finance
George W. Trayer	Forest Service
John Thurston	Office of the Secretary, Chairman

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

Matters relating to the work of the American Standards Association should be routed to the Secretary of the Administrative Council, who, in cooperation with other members of the committee, will see that Department agencies concerned are properly informed.

Charles F. Brannan
Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 2, 1950

FILED
MAY 4 1950
PLEASE RETURN TO
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U.S.D.A.

MEMORANDUM NO. 1230, SUPPLEMENT 1

Development and Use of Standards

Secretary's Memorandum No. 1230, of September 24, 1948, announced the membership of a committee established to consider matters relating to standards which may concern the Department and to carry on the Department's cooperation with the American Standards Association in the preparation of standards.

In order to provide some coordination of Governmental standardization activities and to facilitate establishment of the Government's point of view in areas not otherwise provided for by law, there was recently established, under the sponsorship of the General Services Administration, Federal Supply Service, an Interdepartmental Council to which interdepartmental problems of both national and international standardization will be referred. In general, it is intended that the Council will be primarily concerned with those standardization problems pertaining to (1) procurements for use and consumption of the Federal Government under the general authority of Public Law 152, 81st Congress, and (2) international standardization matters referred by the Department of State.

Mr. James Scammahorn, Assistant Director of Finance, has been designated to represent this Department on the Council. He will work closely with agencies of the Department concerned with the development and use of standards and draw upon them for consultation on technical problems relating to the work of the Council in order that Department-wide interests may be given full consideration. In order to create the basis for an exchange of information among the Federal agencies represented on the Council, any standardization activities within the Department which, in the light of Council concepts as outlined above, would be of interest to the Council and of benefit to the Government as a whole, should from time to time be called to Mr. Scammahorn's attention.

Further, in order to provide for a coordination between (1) the cooperative activities of the Department with the American Standards Association and (2) the work of the Interdepartmental Council on Standardization, I am asking Mr. Scammahorn to chairman the committee established by Secretary's Memorandum No. 1230. The membership of that committee is amended as follows:

W. C. Crow	Production and Marketing Administration
W. K. Knauff	Office of Plant and Operations
Ralph Koebel	Office of the Solicitor
J. E. O'Brien	Rural Electrification Administration
Ruth O'Brien	Bureau of Human Nutrition and Home Economics
Marshall J. Goss	Bureau of Agricultural and Industrial Chemistry
George W. Trayer	Forest Service
Stanley B. Fracker	Agricultural Research Administration
Charles M. Fergusson	Office of Personnel
A. Rex Johnson	Office of Foreign Agricultural Relations
James Scammahorn, Chairman	Office of Budget and Finance

Charles F. Brannan
Secretary

ASSOCIATIONS

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 31, 1952

SECRETARY'S MEMORANDUM NO. 1230, SUPPLEMENT 2

Department Standards Committee

Secretary's Memorandum No. 1230, issued September 24, 1948, established a committee to cooperate with the American Standards Association in the preparation of standards which may concern the Department.

Personnel changes have necessitated further changes in the membership of the Department Standards Committee, which is hereby reconstituted as follows:

W. C. Crow	Production and Marketing Administration
W. K. Knauff	Office of Plant and Operations
Ralph Koebel	Office of the Solicitor
J. E. O'Brien	Rural Electrification Administration
Ruth O'Brien	Bureau of Human Nutrition and Home Economics
Marshall J. Goss	Bureau of Agricultural and Industrial Chemistry
George W. Trayer	Forest Service
Stanley B. Fracker	Agricultural Research Administration
J. A. Becker	Office of Foreign Agricultural Relations
Harry L. Garver	Bureau of Plant Industry, Soils and Agricultural Engineering
John B. Holden	Office of Budget and Finance (Chairman)

Charles F. Brannan
Secretary

COMMITTEES 2

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 9 1955

SECRETARY'S MEMORANDUM NO. 1230, SUPPLEMENT 3

Department Standards Committee

Secretary's Memorandum No. 1230, issued September 24, 1948, established a committee to cooperate with the American Standards Association in the preparation of standards which may concern the Department.

Certain organization and personnel changes have necessitated further revision of the Department Standards Committee and it is hereby reconstituted as follows:

Ralph Koebel	Office of the ~~Solicitor~~ General Counsel
W. C. Crow	Agricultural Marketing Service
Harry L. Garver	Agricultural Engineering Research Branch, ARS
Herbert L. Haller	Crops Research, ARS
Ruth O'Brien	Home Economics Research Branch, ARS
J. A. Becker	Foreign Agricultural Service
James J. Byrne	Forest Service
J. E. O'Brien	Rural Electrification Administration
John B. Holden	Office of Budget and Finance (Chairman)

Ralph S. Roberts
Administrative Assistant Secretary

COMMITTEES 2

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 10 1956

SECRETARY'S MEMORANDUM NO. 1230, SUPPLEMENT 4

Department Standards Committee

Secretary's Memorandum No. 1230, issued September 24, 1948, established a committee to cooperate with the American Standards Association in the preparation of standards which may concern the Department.

Certain organization and personnel changes have necessitated further revision of the Department Standards Committee and it is hereby reconstituted as follows:

Ralph F. Koebel	Office of the General Counsel
W. C. Crow	Agricultural Marketing Service
Harry L. Garver	Agricultural Engineering Research Branch, ARS
Herbert L. Haller	Crops Research, ARS
Earl C. McCracken	Clothing and Housing Research Branch, ARS
J. A. Becker	Foreign Agricultural Service
James J. Byrne	Forest Service
J. E. O'Brien	Rural Electrification Administration
T. M. Baldauf	Office of Plant and Operations (Chairman)

True D. Morse
Under Secretary

COMMITTEES 2

Reg. 3592

DEPARTMENT OF AGRICULTURE

WASHINGTON

October 15, 1948.

Memorandum No. 1231

FILED
OCT 22 1948
PLEASE RETURN TO
SECRETARY'S RECORDS

Appointment of Board of Directors
of Commodity Credit Corporation

Pursuant to Section 9 of the Commodity Credit Corporation Charter Act, Public Law No. 806, 80th Congress, the President has appointed the following members to serve as the Board of Directors of Commodity Credit Corporation:

Albert J. Loveland, for a term of 5 years

Ralph S. Trigg, for a term of 4 years

Glen R. Harris, for a term of 3 years

L. Carl Fry, for a term of 2 years

Under the provisions of Section 9 of Public Law No. 806, the Secretary of Agriculture or his nominee is a member of the Board of Directors. The appointments by the President were effective as of October 1, 1948.

This supersedes Memorandum No. 1118, Supplement 11, dated June 30, 1948.

Charles F. Brannan
Secretary of Agriculture

FOR VICTORY
BUY
UNITED
STATES
WAR
BONDS
AND
STAMPS

ORGANIZATION 1 (Pla

DEPARTMENT OF AGRICULTURE
WASHINGTON

Reg. 1232

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 25, 1948.

FILED
OCT 29 1948
PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A.

MEMORANDUM NO. 1232

Occupational Deferment From Training and Service Under the Selective Service Act of 1948

Agencies of the Department of Agriculture are authorized to file requests for occupational deferment from military training and service of employees of the Department pursuant to the following conditions:

1. Deferment requests may be filed for an employee if he meets the requirements:

   a. He is doing scientific and technical work for which he has adequate training

   b. The training he has is essential to the job

   c. He is employed in a job for which it is impossible to secure a qualified replacement.

2. Deferment requests shall be made in accordance with the terms of the Selective Service Act and the regulations issued thereunder.

3. Before an agency may file a deferment request with a local board, it shall first obtain the approval of the Departmental Committee on Occupational Deferment which I hereby appoint as follows:

   S. B. Herrell, Office of Personnel, Chairman
   H. E. Allanson, Agricultural Research Administration
   William G. Finn, Production and Marketing Administration

The Committee is expected to give advice, assistance and support to agencies of the Department on authorized deferment requests and will issue appropriate instructions on the handling of the work to be done. It will represent the Department on matters of policy in dealing with other agencies of the Federal Government on occupational deferment of Federal employees.

Acting Secretary

MILITARY SERVICE

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

Reg. 3579

November 2, 1948.

MEMORANDUM NO. 1233 Central project file for

~~Coordination of Department~~ Research, Marketing ~~Service~~ and Statistical Work

In order to implement and facilitate the effective coordination of research, marketing and statistical work, the uniform project system of the Department will be extended, effective at once, to provide a more intensive and informative central record on projects falling within these three categories of work. For purposes of greatest utility and reference this central record will be located in the Agricultural Research Administration, but will be readily accessible to other agencies of the Department, particularly those having a common interest in project coordination.

Such a centrally located, more informative record of all research, marketing and statistical projects currently being carried on will not only facilitate full coordination and provide a means for effective integration of related activities, but will also expedite the preparation, review and approval of new projects, and the answering of numerous inquiries regarding work in the Department.

The Department's uniform project system provides for the organization of the program and activities of the Department on a "financial", "work", and "line" project basis. It is now in operation extensively throughout the Department, and it is believed that this frame-work, extended and intensified where necessary or desirable, will provide essential basic information for the establishment and maintenance in the Agricultural Research Administration of the central record mentioned above.

Accordingly, it is requested that each agency head make available to the Office of the Administrator, Agricultural Research Administration, the following:

1. Three copies of project statements on all research, marketing service (including regulatory) and statistical work carried on by the agency on ~~June 30, 1948~~ December 1, 1948. Such project descriptions shall be submitted on a financial, work, and line project basis by December 1, 1948. If ~~you find~~ it is impossible to provide all such information by that date, please submit that which is ready and advise the Agricultural Research Administration as to when the submission ~~by your agency~~ can be completed.

ORGANIZATION 1

2. Three copies of project statements of all research, marketing service and statistical projects initiated or modified, and recommendations for project discontinuance, after ~~June 30, 1948.~~ 5

Copies of all such project descriptions shall be submitted to the Agricultural Research Administration in accordance with schedules and procedures to be established by the committee mentioned below.

A committee composed of the Administrator, Agricultural Research Administration (Chairman); Administrator, Research and Marketing Act; Administrator, Production and Marketing Administration; Chief, Office of Experiment Stations; Chief, Bureau of Agricultural Economics; and the Director of Finance will determine the operating policies of the central project office and will review operating instructions and procedures to assure appropriate clearance and approval for initiation, modification and discontinuance of projects in keeping with the intent and purpose of this memorandum.

To expedite action on the establishment and maintenance of the central record in the Agricultural Research Administration as described herein, it is requested that ~~you~~ each agency head designate a member of ~~your~~ his administrative or research staff through whom all such matters affecting ~~your~~ the agency may be handled, and notify the Agricultural Research Administration of such designation.

Our objective is the furtherance of well-integrated and fully coordinated research, marketing service, and statistical programs in the Department as a whole. Your cooperation in the realization of this objective will be appreciated.

Charles F. Brannan
Secretary of Agriculture

Recommended:

P. H. Gaston
Administrator, ARA

E. A. Meyer
Administrator, RMA

John D. Goss
Acting Administrator, PMA

Oris V. Wells
Chief, BAE

F. F. Hill
Acting Chief, OES

Ralph Roberts
Acting Director of Finance